

**SUMMARY OF THE
ACCREDITING AUTHORITY COMMITTEE MEETING
JUNE 26, 2000**

The Accrediting Authority Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Monday, June 26, 2000, at 1:30 p.m. Eastern Daylight Time (EDT) as part of the Sixth NELAC Annual Meeting in Williamsburg, VA. The meeting was led by its chair, Mr. John P. Anderson of the Illinois Environmental Protection Agency, Division of Laboratories. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss the issues contained on the committee's published agenda.*

INTRODUCTION

Mr. Anderson introduced himself, and the committee members introduced themselves to the audience. Mr. Anderson then provided an overview of the committee's agenda for the meeting.

PROPOSED CHANGES TO CHAPTER 6

Mr. Anderson mentioned some editorial changes to the introduction to Chapter 6 which had not been discussed by the committee, but agreed with the changes as made. Mr. Anderson then initiated discussion of the committee's proposed changes to the chapter, as listed below.

Section 6.2.1(h)

This section was added to ensure that a laboratory did not claim accreditation due to its association with a federal agency which was itself accredited under NELAC. Discussion was held to determine the status of a laboratory owned by a federal agency but operated by a contractor. Changes were agreed upon, and paragraph (h) was modified and split into two paragraphs.

Section 6.2.2

There were no comments or discussion regarding the committee's proposed changes in this section.

Section 6.3.3.1.2(c)

Discussion ensued regarding the necessity of the second sentence in this paragraph. Changes were made and the paragraph was moved to a new section (6.3.3.1.4).

Section 6.4.2(c)

This section was added to limit an assessment team's access to sensitive or confidential records unnecessary to the assessment. The paragraph was slightly revised to broaden and clarify the scope of the limitations.

Section 6.5(d) and (e)

The sunset clauses in earlier versions were eliminated, and the section was revised accordingly. Further revisions were made to make the section more concise.

DISCUSSION OF SECTION 1.6.3, ACCREDITING AUTHORITY REVIEW BOARD

Following suggestions that the duties and responsibilities of the Accrediting Authority Review Board (AARB) be more clearly defined, the committee has submitted the proposed revision describing the AARB structure to the Program Policy and Structure Committee. Minor revisions were provided by the Program Policy and Structure Committee, including elimination of “. . . appropriate national, international and . . .” from Section 1.6.3(e)4, and revision of Section 1.6.3(e)4(2) to read “The report of the annual audit will be provided for posting on the NELAC web site; and”. Discussion was held to consider the appropriate standards to which the National Environmental Laboratory Accreditation Program (NELAP) should be held, and the appropriateness of introducing standards from outside of the NELAC process. The committee agreed to the edits provided by the Program Policy and Structure Committee, and decided to give future discussion time to the concept of NELAP audit standards.

DISCUSSION OF THE APPLICABILITY OF INTERNATIONAL STANDARDS ORGANIZATION (ISO) GUIDES 61 AND/OR 62 TO NELAP OPERATIONS

The committee agreed that this topic was pertinent to the plan to further discuss NELAP audit standards (including potentially appropriate national and international standards), and that discussion of this topic be tabled until a future meeting.

ADJOURNMENT

There were no open discussion items raised by the audience or committee members. Mr. Anderson thanked the audience for their attendance and their participation, and adjourned the meeting at approximately 4 p.m.

**ACTION ITEMS
ACCREDITING AUTHORITY COMMITTEE MEETING
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Item No.	Action	Date to be Completed
1.	No action items assigned.	

**PARTICIPANTS
ACCREDITING AUTHORITY COMMITTEE MEETING
JUNE 26, 2000**

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